Compton College
Emergency Operations Plan

College Plan

April - 2022

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Assumptions (Read Me First)

This Emergency Operations Plan (EOP) is designed to be reader-friendly and avoids, as much as possible, technical jargon. However, you will better understand this plan and be equipped to manage incidents and crisis events by taking some preliminary, online courses. These courses are expected of you if you are identified as a member of your College's Emergency Operations team.

If you have never taken any Federal Emergency Management Administration (FEMA) courses or if it has been several years, you will need to register for a Student Identification Number (SID) at: https://cdp.dhs.gov/femasid. The SID will be necessary for all FEMA Independent Study (IS) course registrations and in order to take the exam for each class – retain the ID for your records

The courses you are expected to take, at a minimum, are as follows:

- IS-100.c: Introduction to the Incident Command System
  - https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c
- IS-200.b: Basic Incident Command System for Initial Response
  - https://training.fema.gov/is/courseoverview.aspx?code=IS-200.b
- IS-700.b: An Introduction to the National Incident Management System
  - https://training.fema.gov/IS/courseOverview.aspx?code=IS-700.b

There are many other online or in-person courses you could take, and these would only enhance your understanding of this plan and the methodology used both in California and nationwide, for managing incidents.

Format of this Plan

This plan follows current best practices and is formatted into three sections, as identified below (Figure 1). They are, the "*Basic Plan*," the "*Functional Annex*," and the "*Hazard and Threat Annex*."

Figure 1

The **Basic Plan** section of the College EOP provides an overview of the College's approach to emergency operations. Although the Basic Plan section guides the development of the more operationally oriented annexes, its primary audiences consist of the College, local emergency officials, and the community (as appropriate). The elements listed in this section should meet the needs of these audiences while providing a solid foundation for the development of supporting annexes.

The **Functional Annexes** section details the goals, objectives, and courses of action of functions (e.g., evacuation, communications, and recovery) that apply across multiple threats or hazards. Functional annexes set forth how the College manages a function before, during, and after an emergency.

The **Hazard and Threat Annexes** section specifies the goals, objectives, and courses of action that a campus will follow to address a particular type of threat or hazard (e.g., hurricane, active shooter). Threat and hazard-specific annexes, like functional annexes, set forth how the College manages a function before, during, and after an emergency. *(Excerpted from the Guide For Developing High-Quality Emergency Operations Plans For Institutions Of Higher Education; copyright 2013.)*

Promulgation

DR. KEITH CURRY
PRESIDENT/CEO
COMPTON COLLEGE

EMERGENCY OPERATIONS PLAN PROMULGATION

The primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens are never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety are preserved.

The Compton College Emergency Operations Plan provides a comprehensive framework for collegewide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies in Compton College.

The Compton College Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of Compton College and with the authority vested in me as the President/CEO of Compton College, I hereby promulgate the Compton College Emergency Operations Plan.

_____

DR. KEITH CURRY
President/CEO
Compton College

Signatures

This Emergency Operations Plan was developed under the leadership of a collaborative planning team. Representatives whose signatures appear below are standing members of that team.

Marcus Thompson
Chief of Police
Compton College

Heather Parnock
Director, Community Relations
Compton College

Name
Title
Agency

Name
Title
Agency

Name
Title
Agency

Name
Title
Agency

Name
Title
Agency

Name
Title
Agency

Approval and Implementation

This plan supersedes the existing Compton College Emergency Operations Plan.

The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an agency to the incident commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

The Compton College Emergency Operations Plan delegates the President/CEO's authority to specific individuals in the event that he or she is unavailable. The chain of succession in a major emergency or disaster is as follows:

1. Vice President of Student Services
2. Vice President of Human Resources
3. Vice President of Fiscal Affairs
4. Vice President of Compton College
5. Chief of Police

_____
Date

_____
DR. KEITH CURRY
President/CEO, Compton College

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

Record of Distribution

Plan #	Office/Department	Representative	Signature
01	Keenan & Associates-IMReady	Bill Clayton	
02			
03			
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Basic Plan

Purpose

The primary purpose of the Emergency Operations Plan is to provide guidance to Compton College (College) employees in their role of protecting life and property at College facilities and events. This plan provides departments of the College with a general concept of potential emergency assignments before, during, and following emergencies. It also provides for the systematic integration of emergency resources when activated and does not replace county or local emergency operations plans or procedures.

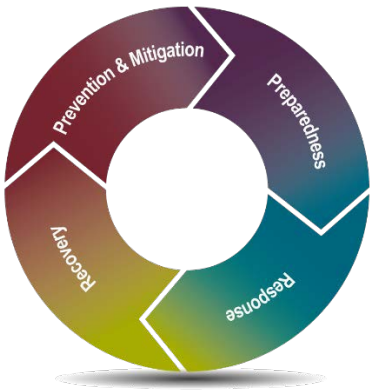
If you are reading this Emergency Operations Plan for the first time, please don't be overwhelmed by the notion that you have to know everything there is to know about emergency or incident management. We expect that you will discover how to use this plan by understanding its format and scope. We work with our community and governmental organizations that have a responsibility in the College emergency operations plan to provide a cohesive, coordinated response to certain incidents.

Our primary objective will always be to protect the lives and welfare of students, employees, and visitors in the event of a disaster or emergency condition. We will provide shelter, evacuate, relocate, or redirect our students, employees, and visitors, when necessary in order to protect lives and welfare. We will continue or reconvene instruction as soon as is prudently possible. We will strive to protect and preserve College property.

Scope

Emergency Management Phases

The phases of an emergency or disaster situation are commonly placed into the following categories:



Preparedness
Includes plans or preparations made to save lives and to help response and rescue operations. Preparedness activities take place before an emergency occurs.

Response
Includes actions taken to save lives and prevent further property damage in an emergency situation. Response is putting your preparedness plans into action. Response activities take place during an emergency.

Recovery
Includes actions taken to return to a normal or an even safer situation following an emergency. Recovery activities take place after an emergency.

Prevention/Mitigation
Includes any activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation activities take place before and after emergencies

The majority of Preparedness, Prevention, and Mitigation activities generally occur before an incident, although these three mission areas do have ongoing activities that can occur throughout an incident. Response activities occur during an incident, and Recovery activities can begin during an incident and occur after an incident. To help avoid confusion over terms and allow for ease of reference, this guide uses "before," "during," and "after." Collaboration between Colleges and community partners ensures the coordination of efforts and the integration of emergency management plans.

Facilities

This plan is intended to account for incidents and emergencies occurring throughout the College's facilities, including:

Administrative Support Buildings

- Administration Building: Admissions & Records, Boardroom, Community Relations, Counseling, Mailroom, Office of the President/CEO, Student Services
- Public Safety Building (CP): Campus Police
- Building J: Central Plant, Maintenance and Shipping & Receiving

College Buildings

- Allied Health Building (AHB): Dean of Student Learning (Guided Pathway Divisions: Health & Public Services and Science, Technology, Engineering and Math (STEM)), Classrooms
- Row Building C: Academic Affairs, Copy Center, Bursar's Office, Business Affairs, Human Resources
- Building CDC: Child Development Center / Infant Center
- Track/Field
- Row Building D: Classrooms, Outreach & School Relations, Transfer & Career Center, Welcome Center Classrooms
- Row Building E: Classrooms, Financial Aid
- Row Building F: Classrooms, First Year Experience, Veterans Resource Center
- Greenhouse
- Library - Student Success Center (L-SSC): Computer Labs, Dean of Student Success (Guided Pathway)
- Division: Fine Arts, Communication, Humanities) Math & Science Center, Reading & Writing Center, STEM Center, Tutoring
- Mathematics Science Building (MS): Classrooms, Planetarium
- Management Information Systems (MIS)
- Building M4: St. John's Student Health Center
- Building M5: Upward Bound Math & Science
- Building M6: Bond Trailer
- Building Q: Cafeteria, Faculty & Staff Lounge, Student Lounge, Tartar Pantry
- Building R: Bookstore, Office of Student Life
- Building T: Abel B. Sykes, Jr. Child Development Center
- Tartar Village (TV): Classrooms, Institutional Effectiveness
- Building U: EOPS/CARE
- Building V: Classrooms, Foster & Kinship Care Education, and Student Equity

- Vocational Technology Building (VT): Dean of Student Learning (Guided Pathway Divisions: Business & Industrial Studies and Social Sciences), CalWORKs, Smog Check Referee Center, Special Resource Center (DSPS)
- Building W: Athletics
- Building X: Gymnasium, Weight Room
- Building Y: Classrooms, Little Theater

Situation Overview and Hazard Analysis

The College recognizes that it may respond to critical incidents or emergencies that occur within our jurisdiction and that we would be responsible for having an Emergency Operations Plan that addresses those risks which may occur and are within the scope of the College's ability to respond.

In order to provide a framework for the College's response to potential risks, we have conducted a Hazard/Threat Assessment Survey (HTAS) and included the HTAS report at the beginning of the Hazard/Threat Annex. We have provided our plans for each identified risk, based upon our analysis and assessment, in our Hazard/Threat Annex. The College relies primarily upon our Campus Police for initial emergency response, and upon the emergency responders in our community, including the Los Angeles County Sheriff's Department, and the Los Angeles County Fire Department, for services and support if the College is unable to address internally.

The College utilizes the California Standardized Emergency Management System (SEMS), which fully complies, and in some cases exceeds the requirements of the National Incident Management System. SEMS is required by law in the State of California and utilizes a management tool called the Incident Command System (ICS) for managing emergencies and critical incidents that occur in California. More information on these items can be found in the Training and Exercises portion of the Basic Plan.

General Characteristics

Compton College

Location

Compton College is located in the City of Compton near the geographic center of Los Angeles County, California. The College encompasses 88 acres and .5 percent of the total area of Los Angeles County.

Site Characteristics

General Population

Current enrollment is approximately 11,473 students annually. These students are supported by a committed staff and faculty consisting of:

- 291 Faculty (full-time and part-time combined) Current occupancy is approximately 287 full-time and part-time faculty, and 143 full-time and part-time staff members.

Building Information

The College is located on an 88-acre lot at 1111 East Artesia Boulevard., in the City of Compton. It is comprised of 27 permanent buildings with 28 portable buildings, 4 sports fields, 7 parking lots, and 1 retention basin.

General Information

Maps of the buildings annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, and utility shutoffs are

included in the Authorities and References section of the Basic Plan. Incident Commanders will distribute instructions and locations for shutting off utilities in case of an emergency.

Special Needs Population

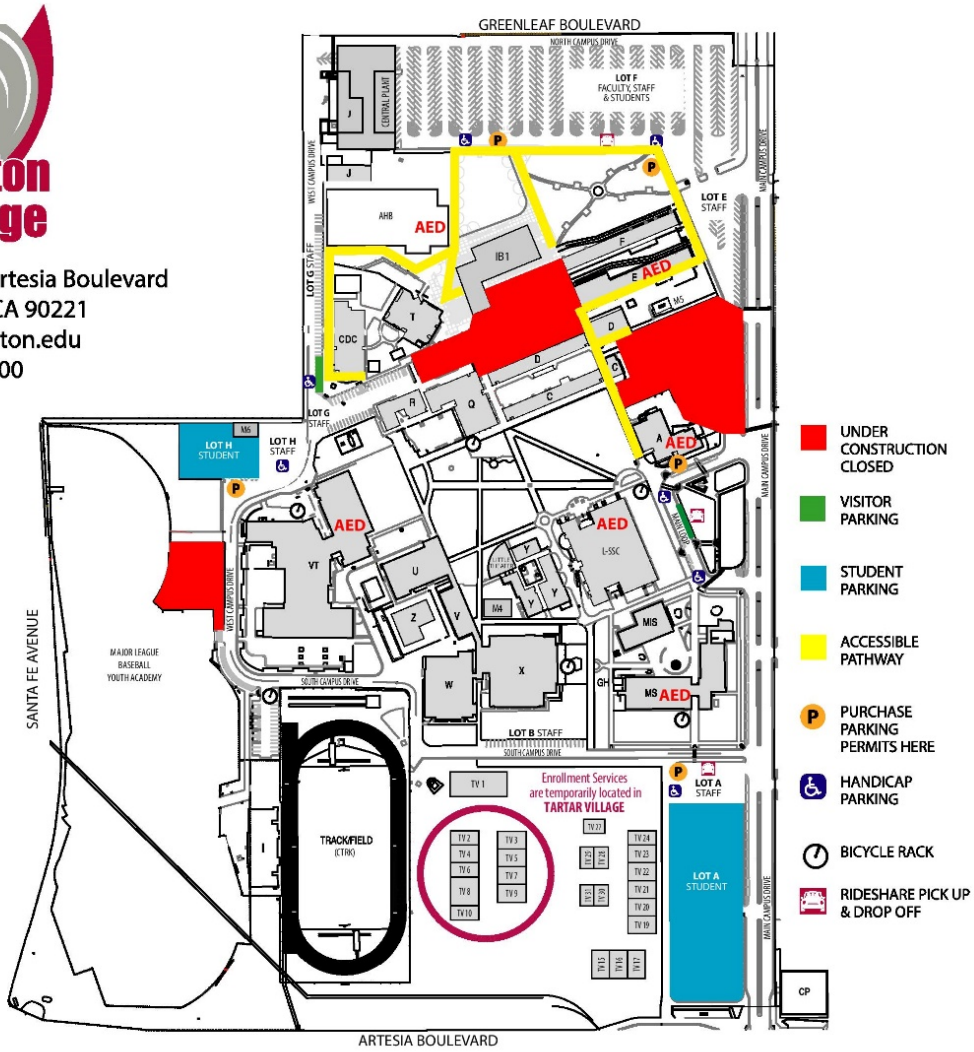
The College is committed to the safe evacuation and transport of students and staff with special needs. The special needs population includes students/staff with:

- Limited English proficiency
- Blindness or visual disabilities
- Cognitive or emotional disabilities
- Deafness or hearing loss
- Mobility/physical disabilities (permanent and temporary)
- Medically fragile health (including asthma and severe allergies)

The College's current enrollment of students with special needs is approximately 325; however, this number will fluctuate. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc.

Classrooms containing students and staff that require additional assistance during an incident will be noted by an asterisk next to the room number during the applicable class period(s) on the master schedule. The list of students and staff names with special needs, along with their schedules can be found in the Functional Annex section of the Basic Plan. Staff members that have been trained and assigned to assist the special needs population during drills, exercises, and incidents are also listed in the Authorities and References section.

1111 East Artesia Boulevard
Compton, CA 90221
www.compton.edu
310-900-1600



A	Administration Building: Admissions & Records, Boardroom, Community Relations, Counseling, Mailroom, Office of the President/CEO, Student Services
AHB	Allied Health Building: Dean of Student Learning (Guided Pathway Divisions: Health & Public Services and Science, Technology, Classrooms
C	Academic Affairs, Copy Center, Bursar's Office, Administrative Services, Human Resources, and ITS Helpdesk
CDC	Child Development Center / Infant Center
CP	Public Safety Building: Campus Police
CTRK	Track/Field
D	Classrooms, Outreach & School Relations, Transfer & Career Center, Welcome Center
E	Classrooms, Financial Aid
F	Classrooms, Veterans Resource Center
GH	Greenhouse
IB1	Instructional Building 1: Classrooms, Institutional Effectiveness
J	Facilities, Maintenance, and Shipping & Receiving
L-SSC	Library-Student Success Center: Computer Labs, Dean of Student Success (Guided Pathway Division: Fine Arts, Communication and Humanities) Math & Science Center, Reading & Writing Center, STEM Center, Tutoring
MS	Mathematics Science Building: Classrooms, Observatory
MIS	Management Information Systems
M4	St. John's Student Health Center
M5	Upward Bound Math & Science
M6	Bond Trailer
Q	Cafeteria, Faculty & Staff Lounge, Student Lounge, Tartar Pantry
R	Bookstore, Student Development Office
T	Abel B. Sykes Jr. Child Development Center
TV	Tartar Village: Classrooms, Black and Males of Color Success Program
U	EOPS/CARE
V	Classrooms, Foster & Kinship Care Education, Student Equity
VT	Vocational Technology Building: Dean of Student Learning (Guided Pathway Divisions: Business & Industrial Studies and Social Sciences), Distance Education, CalWORKs, Smog Check Referee Center, Special Resource Center (DSPS)
W	Athletics
X	Gymnasium, Weight Room
Y	Classrooms, Little Theater

April 2022

Planning Assumptions

Effective prediction and warning systems have been established that make it possible to anticipate certain disaster situations that may occur throughout the College or the general area beyond the College's boundaries.

It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency situation within the College. It is also assumed that these contingencies will vary in scope and intensity, from an area in which the devastation is isolated and limited to one that is wide-ranging and extremely devastating. For this reason, planning efforts are made as general as possible so that great latitude is available in their application, considering they could occur in several locations simultaneously.

Initial actions to mitigate the effects of emergencies or potential disaster conditions will be conducted as soon as possible by the College.

Assistance to the College by response organizations from the cities of Compton, Long Beach, Downey, Units from Mutual Aid Area E, as well as Los Angeles County is expected to supplement the efforts of the College in an efficient, effective, and coordinated response when College officials determine their resources to be insufficient.

The California Office of Emergency Services, Southern Region (Mutual Aid Region I) and when necessary the Federal Emergency Management Agency when provided, will supplement, not substitute for, the relief provided by local jurisdictions.

It is the responsibility of officials under this plan to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services, and protect the environment.

Concept of Operations

The President/CEO of Compton College has the authority to activate this plan, or in the absence of the President/CEO, another College manager who has been pre-designated in the Approval and Implementation section, has the authority to activate this plan. The nature of some responses taken by the College may be limited, based on the scope of the incident. This is because the agencies responsible for resolving the most serious incidents are police, fire, emergency medical, emergency management, and utility personnel. The College's primary responsibility is to protect students and staff.

This plan is based upon the concept that the incident management functions that must be performed by the College generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

Given the College's susceptibility and vulnerability to natural, technological, and national security emergencies; continuing emphasis is placed on:

- Emergency planning
- Protecting life (highest priority), property, and the environment
- Training of all personnel on their emergency response duties
- College-wide emergency response awareness and education
- Meeting the immediate emergency needs of students, faculty, staff, and guests; which include rescue, medical care, food, and shelter
- Ensuring the adequacy and availability of sufficient resources to cope with such emergencies
- Mitigating hazards that pose a threat to life, property, and the environment

The concepts presented consider the full spectrum of emergency responses to a hazardous condition. Some emergencies, preceded by a buildup period, may provide advance warning, while other emergencies occur with little or no warning. In either event, all available elements of the College's emergency management organization must respond promptly and effectively to minimize the damages caused to life, property, and operations.

Organization and Assignment of Responsibilities

This section establishes the operational organization that will be relied on to manage the incident and includes:

- A list of the kinds of tasks to be performed by position and organization
- An overview of who does what

The College may not be able to manage all the aspects associated with an incident without assistance. The College relies on other key personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team, while a crisis or critical incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

Local staff may be required to remain at the College to assist in an incident. In the event that this College EOP is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

Roles and Responsibilities

Roles and responsibilities exist at two levels – the "Building or Department" level and the "College" level.

College

When an Incident affects more than one site, or the site's ability to respond appropriately, the President/CEO may decide to activate the College Emergency Operations Center. The President/CEO's decision includes the response level and activations necessary to appropriately staff the College Emergency Operation Center (CEOC) in response to the Incident.

President/CEO

The President/CEO and Compton College Police Department shall have the primary responsibility for providing assistance and maintaining all communication and coordination for the College in an emergency or disaster.

- Acts as Director of Community Relations - Acts as the designated spokesperson for all disaster/emergency-related information in coordination with college management team members, and City/County Offices of Emergency Services. The press should be handled by the Director of Community Relations exclusively and permitted to approach staff and students only after it has been determined that this contact will not cause any adverse effects. The duties of the Director of Community Relations may include preparation of press releases, communication with all outside agencies, the establishment of on-site rumor control/information post, and other related duties
- Acts as a direct liaison between counselors, psychologists, and nurses. Using all available information, the Director of Community Relations determines where this personnel can best be utilized and assigns them accordingly
- Coordinates the College Crisis Response Team

- Establishes an office communications center and assigns office personnel to duties in the emergency headquarters, or at specific facilities
- Maintains communication with the Board of Trustees
- Maintains communication and provides direction with appropriate office staff
- Ensures a prearranged communication system is in place between the College office and the affected buildings in the event the regular telephone system is disrupted by the conditions of the disaster or emergency
- Works with office personnel directly at the site of the emergency or disaster to:
    - Assess the severity of the disaster and report the extent of the needs
    - Assist with the supervision and care of students and staff
    - Assist site staff with communication needs
    - Coordinates and provides transportation and maintenance needs
    - Assist with search-and-rescue activities
    - Assist with pupil release and/or evacuation procedures
    - Provide supplies for care and shelter needs
- Maintain coordination and communication with the Emergency Medical System and other outside agencies
- Reviews and updates the site level plan annually with particular attention to the unique characteristics of the site
- Posts and regularly updates a checklist of available emergency equipment supplies and emergency telephone numbers
- Plans alternate classroom evacuation routes if standard routes are obstructed
- Establishes a communications system consisting of the following elements:
    - System of specific disaster warning signals that are well known to staff and students, including both bell and voice signals
    - System for voice-to-voice communication to use with electricity (intercom, public address system) and without electricity (battery-operated bullhorns, two-way radios)
    - Alternate system for written communication with staff in the event voice-to-voice communication is not available
    - Designation of a telephone line and number to be used only by authorized person(s) and the President/CEO
    - Establishment of a Communication Center in a location accessible to students, faculty, staff, interested community members, and media to handle inquiries, rumor control, and information in an orderly fashion.
    - Designation of a spokesperson to advise the media and respond to questions and concerns. (The press should be handled by the designated spokesperson exclusively and permitted to approach staff or students only after it has been determined by College Office officials and/or the site spokesperson that such contact would not adversely affect staff or students)
    - Designation of a person for recording incidents for documentation purposes
- Ensures faculty are trained in responsibilities during disaster and drill procedures
- Ensures each classroom contains a current emergency folder, properly labeled and located in a prominent place
- Assigns the following duties to College staff:
    - Patrol the main entrance to direct emergency personnel, students and College staff to appropriate areas and to prohibit unauthorized persons from entering the campus

- Monitor/supervise building halls and corridors to maintain a safe and secure environment
- Conduct search-and-rescue operations to systematically search every room and area to locate trapped/injured persons and to recover critical supplies and equipment
- Administer first aid
- Work with emergency medical triage teams to identify injured students and staff and to record ambulance destination
- Supervise release procedures
- Check building utility systems and appliances for damage and possible shut-off
- Provide fire control
- Ensure all key staff members know where the main utility shut-off valves are located
- Maintain a current inventory of available food and water supplies and ensure access to all food storage areas during an emergency
- Schedule various disaster drills and review the disaster plan with faculty, staff, and students

College Vice Presidents

- Take direction from President/CEO and act as a liaison between administration and staff

Maintenance Staff

The maintenance staff will procure, distribute, and account for supplies, equipment, and other resources as needed. Maintenance personnel will be sent to College sites as needed, in order of highest to lowest priority. Assistance will be provided to the custodial staff at College sites as necessary, ensuring all gas, water, and electricity are shut off or provided under safe conditions.

- Maintain tool inventory for emergency use
- Check utility systems and appliances for damage. If necessary, shut off the main power and/or gas
- Fire control: Extinguish small fires before they get out of control
- Coordinate entrance and exits of emergency personnel and vehicles
- Seal off and indicate areas where hazardous materials have been spilled
- Other

College Secretary

- Assist President as directed
- Establish and coordinate Communication Center

College Office Personnel

President/CEO will assign staff (usually the College secretary and an assistant) to coordinate and operate the Communication Center.

- Materials/Equipment
- Emergency Operations Plan
- Student rosters
- Emergency cards
- Office equipment such as tables, chairs, phones, battery-operated radio, two-way radio, bullhorn, copy machine, general office supplies

Other College Personnel

Perform duties as directed by their supervisors. In the event any non-College-site personnel are in transit within the College when an emergency occurs (e.g., an earthquake), they are to report to the nearest College site as soon as it is safe to do so and report their location to their supervisors. (California Government Code, Ch.8, IV, Title 1)

Incident Site

The on-site administrator typically assumes the role of Incident Commander (IC) in SEMS/NIMS, manages incidents at the site level based upon this Plan and relevant Incident Action Plans. The Incident Commander (IC) establishes a Command Post (CP) at the site and remains at the Command Post (CP) to direct and coordinate activities on behalf of the Site. The Incident Commander (IC) liaises with appropriate emergency and disaster service agencies responding to the Incident.

Incident Commander(s)

The role of an Incident Commander may only be transferred or discontinued under the authority of this plan when the incident has been deemed stabilized or inactive by the President/CEO or his designee. The Incident Commander may delegate that authority to a qualified individual following a transfer of command responsibility.

The Incident Commander's responsibilities include:

- Assume the overall direction of all incident management procedures based on actions and procedures outlined in this EOP
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals
- Determine whether to implement incident management protocols (e.g., Evacuation, Reverse Evacuation, Shelter in Place, Lockdown, etc.), as described more fully in the functional annexes in this document
- Arrange for the transfer of students, staff, and other individuals when safety is threatened by a disaster
- Work with emergency services personnel (depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)
- Keep the President/CEO or his designee and other officials informed of the situation
- Prepare the Incident Action Plan (IAP). The Incident Commander can work alone in establishing the incident management objectives or can include the input of the command staff. The IAP reflects overall priorities and supporting activities for a designated period of time, for each incident

Faculty

Faculty shall be responsible for the supervision of students and shall remain with students unless directed otherwise. Responsibilities include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warnings, written notifications, or intercom orders; according to established incident management procedures
- Give appropriate action commands during an incident

- Report missing students to the Incident Commander or designee
- Execute assignments as directed by the Incident Commander or ICS supervisor
- Obtain first aid services for injured students from the College nurse or person trained in first aid; arrange for first aid for those unable to be moved
- Render first aid if necessary. College staff will be trained and certified in first aid and CPR

Counselors

Counselors assist with the overall direction of the incident management procedures at the site. Responsibilities may include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols
- Direct students according to established incident management protocols
- Render first aid if necessary
- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster
- Execute assignments as directed by the Incident Commander or ICS supervisor

College Secretary

Acts as medical/health coordinator and allocates medical care and supplies as needed, maintains casualty reports, and in the case, of a major disaster, works in coordination with the Public Health Services.

- Administers first aid/CPR as necessary to students and staff
- Distributes first aid supplies as necessary
- Works with emergency medical personnel
- Organize first aid and medical supplies

Custodians/Maintenance Personnel

Responsibilities include:

- Survey and report building damage to the Incident Commander or Operations Section Chief
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines
- Provide damage control as needed
- Assist in the conservation, use, and disbursement of supplies and equipment
- Keep Incident Commander or designee informed of the condition of the College

Office Staff

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers
- Provide for the safety of essential College records and documents
- Execute assignments as directed by the Incident Commander or ICS Supervisor
- Assist the Incident Commander and Policy/Coordination Group
- Monitor radio emergency broadcasts
- Assist with health incidents as needed, acting as messengers, etc.

Students

Responsibilities include:

- Cooperate during emergency drills and exercises, and during an incident
- Learn to be responsible for themselves and others in an incident
- Understand the importance of not being a bystander by reporting situations of concern
- Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures
- Take an active part in College incident response/recovery activities, as appropriate

Direction, Control, and Coordination

The College uses the Incident Command System as identified in the Authorities and References section of this plan.

In the event of a major disaster, there is no guarantee emergency medical or fire personnel will be able to immediately respond to College sites. Therefore, the College staff must be prepared to ensure the care and safety of the people who remain on campus during the first several hours after a major disaster without outside assistance. It is critical to determine who does what, where, and how before such a disaster occurs.

Incident Command System (ICS)

To provide for the effective direction, control, and coordination of an incident, either single site or multi-incidents, the College EOP will be activated including the implementation of the Incident Command System (ICS).

The Incident Commander has delegated the authority to direct tactical on-scene operations until a coordinated incident management framework can be established with local authorities. The Policy Group is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources.

Figure 1. Incident Management Team Overview

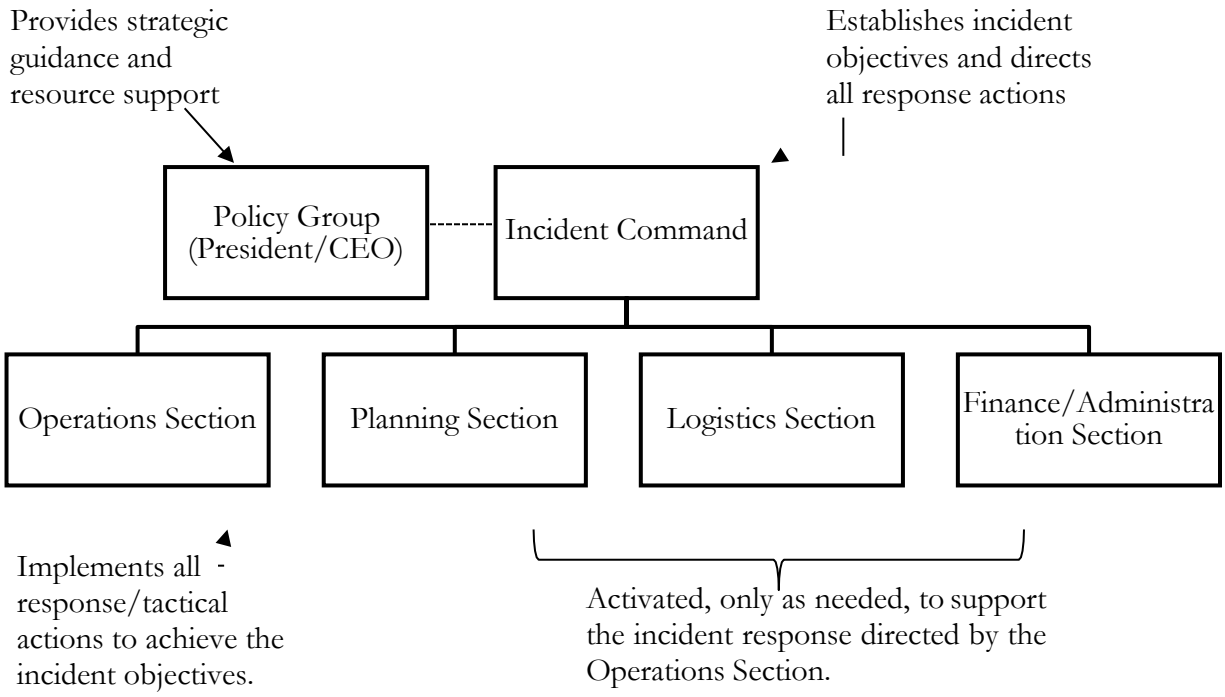
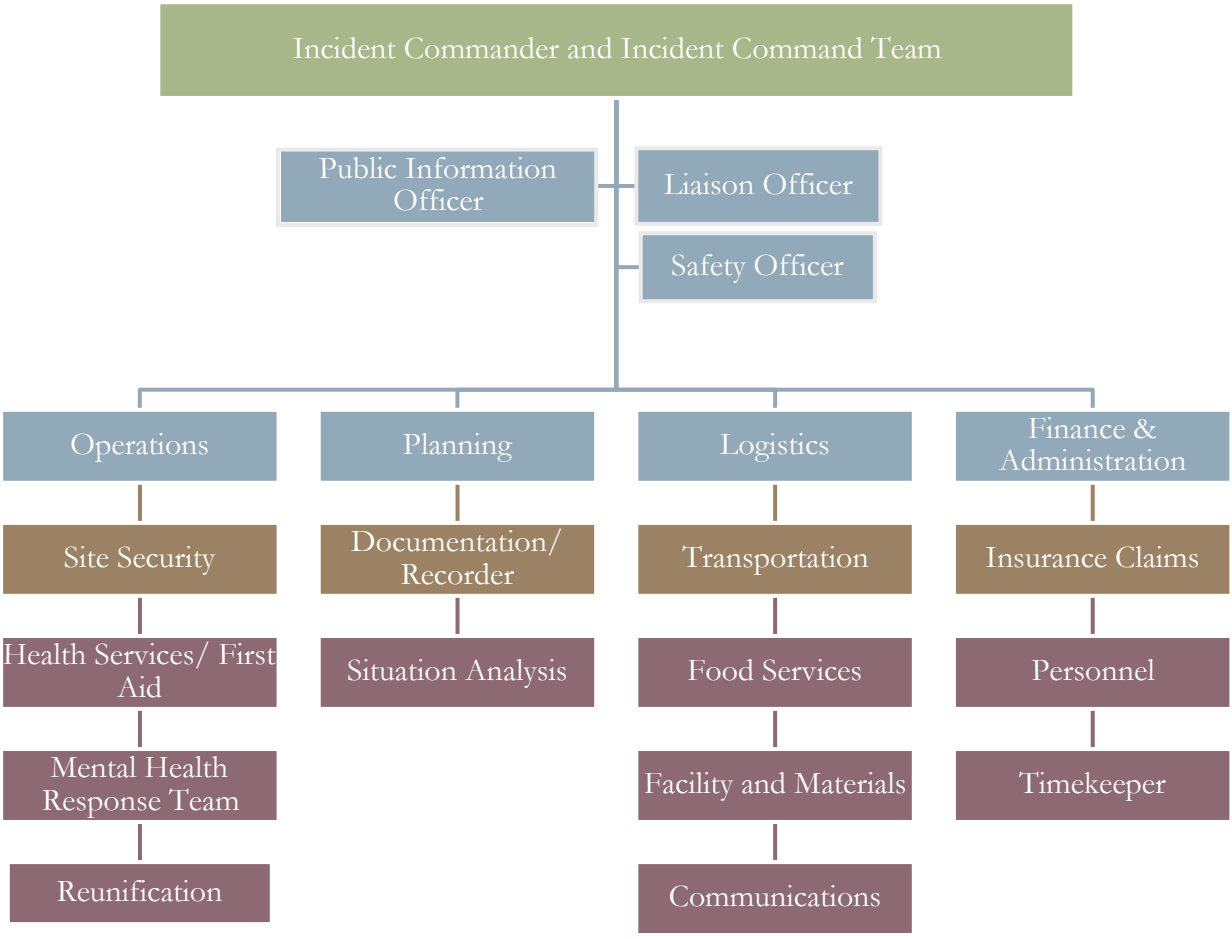


Figure 2. Incident Management Team Detail



ICS Functional Areas

The ICS is organized into the following functional areas:

Incident Command:

Directs the incident management activities using strategic guidance provided by the Policy Group. College-related responsibilities and duties include:

- Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders)
- Coordinate media relations and information dissemination with the Incident Commander
- Develop a working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises

- Document all activities

Operations Section:

Directs all tactical operations of an incident, including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of staff and students.
Specific responsibilities include:

- Analyze College staffing to develop a Reunification Plan, and implement an incident action plan
- Monitor site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off only if a danger exists or is directed by Incident Commander, and assist in securing the facility
- Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section
- Provide and access psychological first aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, and staff
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section
- Document all activities

Planning Section:

Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities.
Duties may include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain an incident time log
- Document all activities

Logistics Section:

Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. This function may involve a major role in an extended incident.
Additional responsibilities include:

- Establish and oversee communications center and activities during an incident (two-way radio, battery-powered radio, written updates, etc.), and develop a telephone tree for after-hours communication
- Establish and maintain College and classroom preparedness kits, coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment
- Document all activities

Finance/Administration Section:

Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering College records following an incident.
Additional duties may include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property
- Develop a system to monitor and track expenses and financial losses, and secure all records

This section may not be established onsite at the incident. Rather, the College management offices may assume responsibility for these functions.

Coordination with Policy/Coordination Group

In complex incidents, a Policy/Coordination Group will be convened at the College emergency operations center.
The role of the Policy/Coordination Group is to:

- Support the on-scene Incident Commander
- Provide policy and strategic guidance
- Help ensure that adequate resources are available
- Identify and resolve issues common to all organizations
- Keep elected officials and other executives informed of the situation and decisions
- Provide factual information, both internally and externally through the Joint Information Center

The Incident Commander will keep the Policy/Coordination Group informed.

Coordination with First Responders

An important component of the College EOP is a set of interagency agreements with various county agencies to aid in timely communication. These agreements help coordinate services between the agencies and the College.

Various agencies and services include county governmental agencies such as mental health, law enforcement, and fire departments. The agreements specify the type of communication and services provided by one agency to another. The agreements also make College personnel available beyond the College setting in an incident or traumatic event taking place in the community.

If a College incident is within the authority of the first-responder community, the command will be transferred upon the arrival of qualified first responders. A transfer of command briefing shall occur. The College Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

Information Collection, Analysis, and Dissemination

It is very important to have access to information before, during, and following a major emergency or incident. The following information resources have been identified by the College as relevant to the Emergency Operations Plan:

Fire Conditions

1. Compton Fire Department
    a. Dispatch: (562) 861-9221
2. LA County Fire Department
    a. Dispatch: (310) 638-6121
3. Long Beach Fire Department
    a. Dispatch: (562) 436-8211
4. California Department of Forestry and Fire Protection (Cal Fire)
    a. (831) 637-4475
    b. http://www.fire.ca.gov/ (select resources)

Law Enforcement

1. Compton College Police Department
    a. (310) 900-1600 x2999
2. Compton Sheriff Department
    a. Dispatch: (310) 605-6500
3. Compton Unified Police Department
    a. Dispatch: (310) 604-6578
4. Long Beach Police Department
    a. Dispatch: (562) 435-6711
5. California Highway Patrol
    a. Dispatch: (323) 259-3229
6. Compton Code Enforcement
    a. (310) 605-5689
7. LA County Coroner's Office
    a. (323) 343-0714

Animal

1. LA County Animal Control
    a. Dispatch: (562) 940-6898 x0

Road Conditions

1. California Department of Transportation (Caltrans)
    a. (916) 654-2852
    b. https://www.dot.ca.gov/

Seismic Conditions

1. United States Geological Survey (USGS)
    a. (888) 275-8747
    b. https://earthquake.usgs.gov/

Weather Conditions

1. National Weather Service (NWS)
    a. Get the app for your smartphone, or
    b. Visit your area NWS website http://www.weather.gov/(sto/), or
    c. Radio

This information may be obtained by a central source and distributed via intranet or other methods, such as phone or email. Should there be a loss of electrical power to the College, the backup method will be the use of portable, self-generating, or solar-powered devices to obtain the necessary information.

Training and Exercises

The College understands the importance of training, drills, and exercises in planning for and managing an incident. To ensure that College personnel and community first responders are aware of their duties and responsibilities under the Emergency Operations Plan and incorporate best practices, the following training, drill, and exercise actions will occur.

See College Emergency Drill Schedule for the current academic year. Records are maintained at the Human Resources Department and Compton College Police Department. The College maintains an annual training calendar for emergency management orientation and training.

Administration, Finance, And Logistics

Agreements and Contracts

If College resources prove to be inadequate during an incident, the College will request assistance from local emergency services, other agencies, and industry in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel. All agreements are entered into by authorized College officials and are in writing. Agreements and contracts identify the College officials authorized to request assistance pursuant to those documents. All pre-negotiated agreements and contracts are included in the College Business Office.

A listing of those contracts is provided below. Please coordinate any emergency purchases with the Chief Facilities Officer. In his/her absence, please contact the Director of Purchasing and Auxiliary Services:

- Home Depot – General hardware vendor
- Target
- Costco
- Sam's Club
- American Rental (Forklifts, cranes, and other heavy equipment)

Recordkeeping

- Administrative Controls
  - The College is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be done in accordance with the established local and state fiscal policies and standard cost accounting procedures.
- Activity Logs
  - The ICS Section Chiefs will maintain accurate logs recording key incident management activities, including:
  - Activation or deactivation of incident facilities
  - Significant changes in the incident situation
  - Major commitments of resources or requests for additional resources from external sources
  - Issuance of protective action recommendations to the staff and students
  - Evacuations
  - Casualties
  - Containment or termination of the incident

Incident Costs

- Annual Incident Management Costs of the College Emergency Operations Plan
  - The ICS Finance and Administration Section is responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of annual incident response costs that can be used in preparing future College budgets
- Incident Costs
  - The ICS Finance and Administration Section Chief will maintain detailed records of costs for incident management and operations to include:
  - Personnel costs, especially overtime costs

- Equipment operations costs
- Costs for leased or rented equipment
- Costs for contract services to support incident management operations
- Costs of specialized supplies expended for incident management operations.
- These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government

- Preservation of Records

  In order to continue normal College operations following an incident, vital records must be protected. These include legal documents and student files, as well as property and tax records. The cause of damage to records is fire and water; therefore, the Incident Commander must protect essential records accordingly.

Plan Development and Maintenance

Before a crisis occurs, proactive planning is essential. The Emergency Operations Plan is a living document that guides your planning. Therefore, please note the following suggestions:

Insert a copy of your College map with an evacuation plan, and identify the location of fire extinguishers, utility shut-offs, first aid supplies, and fire alarm switches.
Review all emergency procedures with College site employees.

As you train and exercise your plan, and when you have incidents, you should always conduct an after-action debriefing. This debrief should include what worked and what needs to be improved in your plan. Utilize this information in updating your EOP.

Authorities and References

Authorities

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended
- Homeland Security Presidential Policy Directive #5, February 28, 2003
- Homeland Security Presidential Policy Directive #8, March 30, 2011

State

- California Government Code, 8550 - 8668, California Emergency Services Act,
- California Government Code, 3100 – Disaster Service Workers
- California Code of Regulations, Title 19– Standardized Emergency Management System Regulations
- Education Code 39140-39159, The California Field Act of 1933
- Education Code 32280-32289, Emergency Operations Plans
- Education Code 35295 – 35297, The Katz Bill
- Executive Order S-2-05, National Incident Management System Integration into the State of California

References

Federal

- FEMA, "CPG 101: Developing and Maintaining Emergency Operations Plans" November 2010
- Guide For Developing High-Quality Emergency Operations Plans For Institutions Of Higher Education; copyright 2013.)
- U.S. Department of Homeland Security, "National Response Framework" 2008

State

- OES: "SEMS Guidelines" 2009
- OES, "California Implementation Guidelines for the National Incident Management System" April 2006

Emergency management officials and emergency responders engaging with Colleges are familiar with this terminology. These mission areas generally align with the three timeframes associated with an incident: before, during, and after.

Functional Annex

Communications

Purpose

The Communications Annex ensures the availability and coordinated use of College District communications systems for the dissemination of disaster information, for the exchange of information between decision-makers, and for the coordination of College District coordination with local response agencies.

Scope

This annex coordinates College District actions to provide for the restoration of the telecommunications interface between the College District and other agencies and outside organizations including the state government, private nonprofit organizations, and business/industry. This includes radio, telecommunications, and electronic networks.

Key Tasks/Responsibilities

- Develop a local communications plan
- Establish and maintain liaisons with local response agencies, state agencies, commercial communications companies, and amateur radio organizations
- Support communications equipment (radio, computer, fax, etc.) as needed
- Provide communications capability
    - Dispatch
    - RACES
- Maintain equipment inventory
- Designate a centrally-located area (usually the main office) easily identified by staff, stakeholders, media, and other persons as well as predetermine an alternate location in case the primary location is inaccessible

Activation

- Establish communication with campus staff
- Maintain telephone and radio communication with College District and emergency services
- Post rumor control and information in an area accessible to College stakeholders, media, and members of the community
- Maintain an injury list and information regarding relocation to hospitals
- Record emergency-related incidents
- Maintain communication with staff by whatever means available (bell warning system, intercom, bullhorn, two-way radio, e-mail, written notices)
- Carry out other duties as required

Concept of Operations

- The College District determines whether to activate this annex based upon information from initial staff reports and local authorities. When activated, the Communications annex coordinates and supports emergency response/recovery telecommunications requirements
- Immediately report communications degradation, interruption, or failure by alternate means (e.g. cell phone) to College District EOC (if activated) or Dispatch
- The local emergency communications plan will include: channel designations, contingency communications procedures, and training in backup communications equipment

Evacuation (Variations)

General

Evacuation is one means of protecting the campus community from the effects of a hazard through the orderly movement of person(s) away from the hazard. The type and magnitude of the emergency will dictate the scale of an evacuation (i.e., evacuation area).

On-Site Evacuation

- The Incident Commander or designee activates the fire alarm
- All staff follow the Evacuation Procedures identified above
- Once assembled, building occupants remain in their designated assembly or safe dispersal area until further instructions are given
- Reentry is only authorized after it is determined that conditions and buildings are deemed safe by appropriate incident management staff

Off-Site Evacuation

If it is determined that the buildings and area are not safe for occupation and that the On-Site Evacuation locations are also at risk, the appropriate incident management staff will initiate an Off-Site Evacuation.

- Incident Commander or designee determines the safest method for evacuating the campus
- This may include the use of buses or simply walking to a designated off-site location
- Faculty secure the student roster when leaving the building and take attendance once the class is assembled in a pre-designated safe location
- Once assembled off-site, Faculty and students stay in place until further instructions are given
- In the event clearance is received from appropriate agencies, the Incident Commander may authorize students and faculty to return to classrooms

Evacuating Students with Disabilities

Procedures and actions regarding the special needs population should cover the evacuation, transportation, and medical needs of students who will require extreme special handling in an emergency. In most cases, additional safeguards must be established regarding roles, responsibilities, and procedures for students with physical, sensory, emotional, and health disabilities.

The following are steps that cover the evacuation procedure of student(s) with disabilities:

Review all paths of travel and potential obstacles.

- Know your College grounds, paths, exits, and potential obstacles
- Determine the primary and secondary paths of exit to be used during emergencies. Individuals with mobility impairments will need a smooth,
    - solid, level walking surface, an exit that avoids barriers such as stairs, narrow doors, elevators, and guardrails that protect open sides of the path
- Compile and distribute evacuation route information to be used during emergency operations

- Include alternative evacuation route information, should the primary route be inaccessible due to damage or danger

Install appropriate signage and visual alarms

- Place evacuation information indicating primary and secondary exits in all offices, classrooms, multipurpose rooms, lunchrooms, hallways/corridors, lobbies, bathrooms, and cafeterias. For passages and doorways that might be mistaken for an exit, place visible signs that proclaim, "NOT AN EXIT"
- Place emergency notification devices appropriate for each student
- Post signage with the name and location of each area so that the students will know exactly where they are to comply with ADA (Americans with Disabilities Act) accessibility.

Buildings and Facilities Signage Requirements

- Approximately 60 inches above the floor
- In a location that is not obscured in normal operation such as a swinging door
- In all primary function areas

Preparation and Planning

- Identify the students and staff with special needs and the type of assistance they will require in an emergency
- Allow visitors to self-identify on a sign-in log if they have special evacuation needs
- Discuss evacuation issues with the staff members and caretakers of students with special needs. Include individuals, who may be temporarily disabled (i.e. a student with a broken leg)

Train staff in general evacuation procedures

- Review the areas of rescue, primary exits, evacuation techniques, and the locations and operation of emergency equipment
- Provide in-depth training to those designated to evacuate students with special needs.
- Train the staff on proper lifting techniques when lifting a person for evacuation. Anyone can assist a student with a visual impairment
- Check on each special needs student to assure he/she is accounted for during an evacuation
- Review the plan with emergency response personnel, including local police, fire, and emergency medical technicians
- Identify "areas of rescue" on your campus for students to wait for evacuation assistance from emergency personnel
- Complete all contracts and Memorandums of Understanding with key emergency support providers
- Before classes begin each semester, walk around the site with first responders so that they are familiar with the primary exits and all areas of rescue. These areas must meet specifications for fire resistance and ventilation
- Ask the responders to conduct a special drill explaining how they will support the students and staff with special needs during an emergency

- Ensure that sufficient transportation capacity exists with transportation providers, partner agencies, and suppliers to effectively meet the demand in an emergency
- Identify transportation contracts through the College in case of an emergency. Emergency response for special needs requires special vans and special equipment
- Specify who will do what to address these transportation needs
- Develop a list of campus-owned vehicles, staff vehicles, and parent vehicles that are available and make prior arrangements for their use in the event of an emergency

Review the evacuation plan with students and staff to be familiar with the process and identify any problems

- Practice implementation of special duck and cover actions by students with able-bodied partners
- Students should be aware that evacuation by themselves may be difficult or impossible because of obstacles in their path or because electric dependent machines may not function (i.e., elevator)
- Special pre-planned assistance must be provided and reviewed regularly

Lockdown

Condition
Lockdown is called when there is a threat or hazard inside the campus building. From intruders to an active shooter, Lockdown uses classroom security to protect students and staff from a threat.

Public Address
The public address for Lockdown is "Lockdown!!" and is repeated twice each time the public address is performed.

Actions
The Lockdown Protocol demands locking individual classroom doors or other access points, moving room occupants out of the line of sight of the corridor windows, and having room occupants maintain silence.

There is no call to action to lock the building outside access points. Rather, the protocol advises leaving the perimeter as is. The reasoning is simple - sending staff to lock outside doors exposes them to unnecessary risk and inhibits first responders' entry into the building.

Faculty and student training reinforce the practice of not opening the classroom door, once in Lockdown. Rather, no indication of occupancy should be revealed until first-responders open the door.

Incident Command System
The Campus Incident Command System should be initiated.

Responsibility
The faculty are responsible for implementing Lockdown. The faculty should lock all classroom access points and facilitate moving occupants out of sight.

Silent or whispered roll should be taken to determine if attendance has changed since the beginning of class.

Reporter
Lockdown is typically reported by students or staff to the 911 operator. The operator will likely notify the campus through the public-address system and informs the administration.

It may also be reported to the campus operator by local emergency dispatch.

Preparation
Identification of classroom access points that must be locked in the event of a Lockdown is essential preparation. These may include doorways, windows, loading docks, and fire escape ladder access points.

A "safe zone" should also be identified within the classroom that is out of sight of the corridor window. Faculty and students should be trained to not open the classroom door until a first responder or College administration unlocks it.

Students, staff, and Faculty should be advised that a Lockdown may persist for several hours, and during an incident, silence is essential.

Drills

Lockdown drills should be performed twice a year. If possible one of these drills should be performed with local law enforcement personnel participation. At a minimum, to comply with, law enforcement participation in the drill should occur no less than once every two years.

Contingencies

Students and staff who are outside of classrooms during a Lockdown may be faced with the need to get out of sight without the benefit of an empty or open classroom.

In this situation, students and staff must be trained to hide or even Evacuate themselves away from the building.

If during a Lockdown, an additional hazard manifests inside the campus, i.e., Fire, flood, hazmat, then situational decisions must be made. Evacuation to a non-usual location may be required.

Examples of Lockdown Conditions

The following are simply some examples of when a College or emergency dispatch might call for a Lockdown:

- Dangerous animals within a College building
- Intruder
- Angry or violent staff or student
- Active shooter

Public, Medical, and Mental Health

General

Establishment of public, medical, and mental health procedures, will assist the College in preparing for, responding to, and recovering from an incident that affects the health and safety of students, and staff. Furthermore, coordination with Public Health agencies, Emergency Medical Services (EMS), and Mental Health support services will broaden their capacity to deal with these incidents by providing the College with resources beyond their existing expertise and training.

Public Health Procedures

- Designate Campus Nurse and/or other key personnel as the individual(s) responsible for coordinating incidents such as disease outbreaks, bioterrorism, and natural disasters with local, state, and federal Public Health agencies
- Coordinate with local, state, and federal Public Health agencies on information sharing protocols
- Develop procedures for reporting information to local, state, and federal Public Health agencies
- Contact local Public Health agencies to determine notification procedures for students, staff, and the public, if necessary
- Send out any required notification to students, staff, and the public as required
- Establish a dedicated contact phone number for questions and concerns
- Coordinate with local, state, and federal Public Health agencies, for assistance with managing large scale incidents or incidents beyond the College's resources

Medical Health Procedures

- Designate Campus Nurse and/or other key personnel as the individual(s) responsible for coordinating incidents involving student or staff injuries or illnesses
- Provide CPR/First Aid/AED training to all staff designated to work in a medical capacity.
- Establish a triage area for injured students and staff
- Separate walking wounded, critically injured, and deceased individuals. Keep a log of the names of these individuals
- Keep a record of students and staff that are transported off-site for treatment
- Coordinate with local Emergency Medical Services (EMS) agencies for assistance with large scale incidents or incidents beyond the College's resources

Mental Health Procedures

- Designate college counselors and/or other key personnel as the individual(s) responsible for coordinating incidents with local, state, and federal Mental Health agencies
- Activate crisis counselors during an incident to begin identifying students and staff that require assistance
- Keep a log of individuals counseled or that require counseling following the incident.
- Notify students and staff of counseling services available
- Coordinate with local, state, and federal Mental Health agencies, for assistance with large scale incidents or incidents beyond the College's resources

Recovery

General

The initial actions for short-term recovery center on accurate situational awareness and getting a recovery group organized. When there is a disaster event that is of such a magnitude that coordination efforts will be needed for recovery, implement the following actions:

- Establish the Recovery Unit in the Finance/Administration Section of the College Emergency Operations Center (CEOC)
- Have all sites collect information on their ability to sustain operations
- Develop staffing patterns for the Recovery Operations Organization
- Collect information on damages, duration, and impact from the following:
    - Utility Providers
    - Social, medical and health services
    - Transportation routes and services
    - Debris issues
    - County Government Operations
    - Private-sector retail and wholesale providers
    - Others
- Develop initial short term and long-term recovery objectives
- Refer to hazard-specific Annexes for information
- Develop information for the public on the recovery process and progress
- Develop a plan to assign personnel to sustain the recovery effort
- Coordinate with the Operational Area, other local jurisdictions, and the State on their recovery efforts

Reunification

General

Faculty release is a crucial part of emergency planning. During an emergency or disaster, the traditional faculty release procedure is often unsafe and therefore, not operable. Accordingly, a comprehensive emergency plan needs to include certain procedures to accomplish the main priority of safety planning, which is to ensure the safety of the staff and students to every extent possible.

Faculty reunification is part of the Incident Command System and is assigned to the Operations Area.

Reunification Procedures

In an emergency, Colleges must establish a safe area for their students and staff. This area must be away from both the damage and the student's assembly area. In a typical release, the following steps will be followed:

- Faculty will report to the assigned area and give the name of their students

Traffic Control

- Traffic will be controlled by campus-based law enforcement until local law enforcement is available and on scene at the college
- To every extent possible, two-way traffic will be maintained to allow for entry and exit of emergency vehicles
- As the situation develops, there may be time for barricades and other traffic control devices to be delivered and set up. It should be understood that this will not occur at the beginning of the incident
- When law enforcement arrives on the scene, they will take charge and do whatever is necessary, including the towing of vehicles to manage the emergency or disaster

Public Safety and Security

Purpose

The Public Safety and Security Annex integrates state public safety and security capabilities and resources to support the full range of incident management activities.

Scope

The Public Safety and Security Annex provides a mechanism for coordinating and providing support to local law enforcement authorities to include non-investigative/non-criminal law enforcement, public safety, and security capabilities and resources during incidents. The Public Safety and Security Annex capabilities support incident management requirements, including force and critical infrastructure protection, security planning and technical assistance, technology support, and public safety in both pre-incident and post-incident situations. The Public Safety and Security Annex generally is activated in situations requiring extensive assistance to provide public safety and security.

Key Tasks/Responsibilities

Coordinate public safety and security support (including personnel and equipment) to any affected department/agency during preparation for, response to, and/or recovery from any real or potential incident.

- County Sheriff's Office
- Police Department
- Other Law Enforcement Agencies
- Private Security Companies

Coordinate critical information dissemination regarding public safety/security through mass warning/notification.

- County Sheriff's Office
- Police Department
- Dispatch
- County Emergency Management

Facilitate multi-function public safety activities such as evacuation, traffic, looting, and riot control.

- County Sheriff's Office
- Police Department
- Other Law Enforcement Agencies
- Fire/EMS

Concept of Operations

- Local law enforcement authorities have the primary responsibility for public safety and security and are the first line of response and support in these functional areas, utilizing the Incident Command System on-scene. In larger-scale incidents, additional resources should first be obtained through the activation of mutual aid agreements with neighboring jurisdictions

and/or State authorities, which may require the management of incident operations through a Unified Command structure

- Through the Public Safety and Security Annex, outside resources supplement local resources when requested or required, as appropriate, and are integrated into the incident command structure using National Incident Management System principles and protocols
- The Public Safety and Security Annex activities should not be confused with the activities described in the Terrorism Incident Annex or other criminal investigative law enforcement activities. As the lead law enforcement official in the United States, the Attorney General, generally acting through the Federal Bureau of Investigation
- The Federal Bureau of Investigation (FBI), maintains the lead in criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States
- The Public Safety and Security Annex is activated when public safety and security capabilities and resources are needed to support incident operations. This includes threat or pre-incident as well as post-incident situations
- When activated, the primary agencies assess public safety and security needs and respond to requests for resources and planning/technical assistance from county agencies
- The Public Safety and Security Annex manages support by coordinating the implementation of authorities related to public safety and security and protection of property, including critical infrastructure, security resources and technologies, and other assistance to support incident management operations and security capabilities and resources needed to support incident operations. This includes threat or pre-incident as well as post-incident situations
- The Public Safety and Security Annex maintains close coordination with Federal, State, and local officials to determine public safety and security support requirements and to jointly determine resource priorities. The primary agencies maintain communications with supporting agencies to determine capabilities, assess the availability of resources, and track resources that have been deployed

Special Needs Population

Planning Needs and Assumptions

For individuals with special needs, physical environments become a great deal more hostile and difficult to deal with during and after an emergency. The ability to get to accessible exits and personal items may be reduced. Communication may be impeded at a time when clear and rapid communication is crucial to safety and survival.

To comply with statutes involving students with special needs, individuals responsible for evacuation and emergency operation plans, notification protocols, shelter identification, emergency medical care, and other emergency response and recovery programs must:

- Develop plans for Lockout, Lockdown, Evacuation, and Shelter for students with disabilities that impact their ability to participate in each drill or incident
- Identify a pre-evacuation site that is accessible to students with disabilities. Plan a primary and secondary evacuation route from each location the student(s) is in during the course of the day
- Develop a schedule of daily activities and classes that identifies where students with special needs may be located each period of the day and make it available to incident command staff and classroom staff during an emergency
- Have a sound working knowledge of the accessibility and nondiscrimination requirements applicable under federal disability rights laws
- Know the special needs demographics of the students attending classes on site
- Involve students with different types of disabilities and staff and Faculty in identifying the communication and transportation needs, accommodations, support systems, equipment, services, and supplies that they will need during an emergency
- Consider emergency accommodations for those with temporary disabilities
- Identify existing resources within the campus and the local community that meet the special needs of these students
- Develop plans for when regularly utilized resources used by students with special needs are limited or unavailable due to an emergency/incident
- Develop new community partners and resources, as needed
- Identify medical needs and make an appropriate plan, including setting aside and/or transporting medications or medical equipment to the student's location in case of an emergency
- Determine transportation needs, special vans, and buses for students
- Drill emergency responses more frequently with students who may have difficulty participating
- For students with cognitive and/or developmental disabilities, develop visual aids to guide students and prepare comfort/activity kits to manage their experience in an incident
- For students with deafness or are hard of hearing, prepare a kit to aid communication in an incident, including pen and paper, signs with directions, and batteries for communication technology
- Prepare evacuation kits for students with mobility disabilities to respond to blocked paths of travel, debris, or signaling when egress cannot be achieved (e.g., whistle and flashlight)

- Identify any necessary tools such as personal response plans, evacuation equipment, or visual aids
- Include local responders and establish a relationship with individual students with disabilities and their Faculty.

Hazard/Threat Annex

Hazard-Threat Assessment

A representative number of participants were selected to participate in the Hazard-Threat Assessment Survey (HTAS). This survey follows best practices in emergency management and is a very important part of updating our Emergency Operations Plan.

This survey was designed to subjectively prioritize possible threats or hazards we may face. It covers many possible scenarios but is not exhaustive in nature. The survey is a bit lengthy, but the information it generates is invaluable in helping the College Emergency Operations Planning Team identify the hazards and threats most likely to impact the College.

The Compton Community College collaborative planning team has determined the following Hazards and threats are to be included in this plan based upon the HTAS results (found on the following pages), input from first responders, and emergency management consultation.

- Active Shooter/Killer
- Bomb Threat or Explosion
- Earthquake
- Fire (Off or On-Campus)
- Flood
- Pandemic or Disease Outbreak
- Power/Utility Failure
- Severe Weather

Site: Compton College

Hazard	[SCORE]	*Probability*	[SCORE]	*Magnitude*	[SCORE]	*Warning*	[SCORE]	*Duration*	*Risk Priority*
Earthquake	3.5	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.5	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.8	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.3	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**11.4**
Power/Utility Failure	3	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.6	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.6	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.9	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**9.9**
Power Outage	3	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.6	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.6	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.8	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**9.9**
Active Killer	2.3	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.1	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.9	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	1.9	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**9.8**
Pipeline Break/Damage	2.6	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.7	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.6	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**9.7**
Transportation Accident: Motor Vehicle, Rail, Marine Vessel, Aircraft	2.8	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.6	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.6	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.6	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**9.7**
Building Structure Collapse	2.3	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.1	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.6	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.7	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**9.7**
Fire/Explosion	2.5	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.9	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.6	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.5	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**9.6**

Site: Compton College

Hazard	[SCORE]	Probability	[SCORE]	Magnitude	[SCORE]	Warning	[SCORE]	Duration	Risk Priority
Hostage Incident	2.3	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.6	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.9	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**9.6**
Gas Leak	2.5	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.7	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.5	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.9	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**9.4**
Terrorist Act	2.2	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.9	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.6	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.8	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**9.4**
Explosion	2.1	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.9	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.8	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.1	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**9.3**
Arson	2.2	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.7	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.7	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.2	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**9.2**
Bombing	1.9	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.9	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.6	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.7	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**9.1**
Hazardous Materials Accident: Transportation or Storage 26	2.3	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.7	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.4	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.9	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**9.1**
Hazmat Release	2.1	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.7	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.4	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.1	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**9.0**

Site: Compton College

Hazard	[SCORE]	Probability	[SCORE]	Magnitude	[SCORE]	Warning	[SCORE]	Duration	Risk Priority
Radioactive adioactive Accident Accident	1.9	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.7	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.6	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.3	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**9.0**
Sinkholes	2.6	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.4	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.1	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.9**
Nuclear	1.8	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.8	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.5	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.1	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.9**
Riot/Civil Disturbance	2.3	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.6	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.1	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.8**
Flood/Flashflood	2.3	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.6	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.1	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.1	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.8**
Nuclear Hazard Release	1.7	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.8	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.4	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.3	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.7**
Nuclear Warfare	1.8	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.8	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.3	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.2	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.7**
Lightning	2.6	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.3	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.2	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.2	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.7**

Site: Compton College

Hazard	[SCORE]	Probability	[SCORE]	Magnitude	[SCORE]	Warning	[SCORE]	Duration	Risk Priority
Enemy Attack	2	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.7	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.2	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.1	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.7**
Chemical	1.9	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.5	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.5	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.7**
Land/Earth Shift	2.4	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.7	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.9	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.9	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.7**
Biological Hazard Release	1.8	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.5	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.5	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.1	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.6**
Heat Wave	2.8	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.7	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.4	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.4**
Chemical Warfare	1.7	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.5	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.4	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.1	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.4**
Economic Emergency	2.8	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.7	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.4	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.4**
Biological	1.8	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.3	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.4	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.2	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.3**

Site: Compton College

Hazard	[SCORE]	*Probability*	[SCORE]	*Magnitude*	[SCORE]	*Warning*	[SCORE]	*Duration*	*Risk Priority*
Biological	1.8	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.3	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.4	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.2	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.3**
Sabotage in Private Sector	2	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.3	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.2	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.1	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.3**
Protest/Demonstration	2.6	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.3	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.6	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.8	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.2**
Extreme Air Pollution (Smog)	2.7	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.5	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.2	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.3	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.2**
Fire: Forest/Range/ Wild/Urban Interface	2.1	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.2	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.2	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.1**
Biological Warfare	1.5	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.4	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.4	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.1	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.1**
Tsunamis/Tidal wave	1.9	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.5	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.9	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.9	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**8.0**
Large-scale Strike	2.1	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.4	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.6	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.2	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**7.9**

Site: Compton College

Hazard	[SCORE]	Probability	[SCORE]	Magnitude	[SCORE]	Warning	[SCORE]	Duration	Risk Priority
Dam/Levee Failure	1.5	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.2	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.3	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.1	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**7.8**
Special Events (such as Inaugurals, Parades, Football Games, Olympic	3	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.1	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.6	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**7.8**
Drought	2.5	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.4	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.3	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**7.7**
Thunderstorm/Wind Storm/Tropical Storm	2.3	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.3	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.3	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.9	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**7.6**
Fuel Shortage	2.2	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.5	4. Catastrophic 3. Critical 2. Limited 1. Negligible	1.9	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.4	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**7.5**
Tornado	1.7	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.3	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.8	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.3	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**7.4**
Volcanic Eruption	1.5	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.2	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.8	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.2	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**7.3**
Erosion	2	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.2	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.2	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.2	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**7.2**

Site: Compton College

Hazard	[SCORE]	*Probability*	[SCORE]	*Magnitude*	[SCORE]	*Warning*	[SCORE]	*Duration*	*Risk Priority*
Hurricane/Storm Surge	1.8	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.2	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.3	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.2	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**7.1**
Snowstorm/Icestorm /Hailstorm/Hailstorm /Blizzard	1.8	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.1	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.3	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**7.0**
Avalanche	1.2	4. Highly likely 3. Likely 2. Possible 1. Unlikely	1.7	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.5	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**6.9**
Dust/Sand Storm 13	1.7	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.1	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.4	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	2.6	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**6.9**
Extreme Cold	1.8	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.2	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.1	4. Minimal 3. 6–12 hrs. 2. 12– 24 hrs. 1. 24+ hrs.	3.3	4. 12+ hrs. 3. 6–12 hrs. 2. 3– 6 hrs. 1. < 3 hrs.	**6.9**
Top 3 Concerns		**Active Killer**		**Bombing**		**Terriost Act**			

Active Shooter/Killer

General

An Active Shooter is an individual actively engaged in the killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms(s), and there is no pattern or method to their selection of victims.

Active Shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range, and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- Call 911 when it is safe to do so

Any time there is a significant security concern, the College will make every reasonable attempt to immediately increase security on campus. At the same time emergency personnel are responding to the emergency, public safety officials will communicate the hazard to the community via all available and appropriate means.

If you receive an official emergency communication notifying you of a hazardous situation where you must take immediate action to protect yourself, stay as calm as possible, and follow these procedures. Only you will be able to determine the safest course of action that should be taken.

If a security threat is imminent or occurring, College personnel will take all reasonable and appropriate actions to minimize the hazard to the campus community. If the perpetrator(s) is known, campus officials will immediately deactivate the campus ID card(s) to prevent the individual(s) from entering a building/room equipped with card access. For locations without electronic access control, university officials will make reasonable attempts to secure these doors as quickly as possible. The nature of the threat may make it unsafe for university personnel to move from door to door, thus preventing these locations from being quickly secured.

If you become aware of an active shooter situation, immediately notify the Police at 911. Information to provide to law enforcement or 911 operators:

- Location of the active shooter
- Number of shooters
- Identity of the shooter(s), if known
- Physical description of shooter(s)

- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

Responding to an Active Shooter/Physical Threat

If you are in a situation where your safety is in question, and you are at risk of harm from another person, you must quickly determine the most reasonable way to protect your own life.

Run (evacuate)

If there is an accessible escape path, attempt to evacuate the building/signage area. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter might be
- Keep your hands visible, to prevent confusion to law enforcement
- Follow the instructions of law enforcement personnel
- Do not attempt to move wounded people
- Notify Police when you are safe

Hide (lockdown)

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., a room with a closed and locked door)
- Not trap you or restrict your options for movement
- Remember Cover vs. Concealment
- Spread out to reduce the target area
- To prevent an active shooter from entering your hiding place:
  Lock the door, if possible
  Blockade the door with whatever is available-heavy furniture, door wedges, file cabinets, etc.
  Cover any windows or openings that have a direct line of sight into the hallway.

If the active shooter is nearby:

- Lock the door, if possible
- Close windows, shades, and curtains.
- Silence all cell phones and other electronic devices
- Turn off any source of noise (i.e., radios, televisions, etc.)
- Hide behind large items (i.e., cabinets, desks)
- Remain silent
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- Notify Police when it is safe to do so

Fight

If running and hiding are not possible:

- Remain calm
- Notify the Police, if possible, to alert them of the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands and may push individuals to the ground for their safety

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

While law enforcement personnel are still assessing the situation, uniformed security and/or police officers will move through the entire area to ensure the threat is over. For the safety of you and the officers, you may be handcuffed until the incident details are fully known.

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., cell phones, bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming, and/or yelling
- Do not stop to ask officers for help or direction when evacuating, proceed in the direction from which officers are entering the premises

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

To best prepare for an active shooter/physical threat situation, local law enforcement can educate and train the campus community on this plan. Training and exercises will prepare the College students, staff, faculty, and guests to effectively respond and help minimize loss of life.

Components of Training Exercises

Preparedness

- Educate the campus community through workshops, seminars, lectures, and any other opportunity to teach about the hazards of an active shooter/physical threat and ways each person can potentially react to such a situation.
- Supplement in-person instructional elements with additional information to reinforce the training. Such material may be distributed in a variety of ways, including but not limited to web pages, social media, printed literature, radio/TV, etc.

Prevention

- Foster a respectful campus
- Be aware of indications of violence and take remedial actions accordingly (i.e., ***If you see something, say something***)
- Recognizing indicators for potential violence by an individual:
    - Increased use of alcohol and/or illegal drugs
    - Unexplained increase in absenteeism; vague physical complaints
    - Noticeable decrease in attention to appearance and hygiene
    - Depression/withdrawal
    - Resistance and overreaction to changes in policy and procedures
    - Repeated violations of campus policies
    - Increased severe mood swings
    - Noticeably unstable, emotional responses
    - Explosive outbursts of anger or rage without provocation
    - Suicidal; comments about "putting things in order."
    - Behavior that is suspect of paranoia, ("everybody is against me")
    - Increasingly talks of personal problems
    - Talk of severe financial problems
    - Talk of previous incidents of violence
    - Empathy with individuals committing violence
    - Increase in unsolicited comments about firearms, other dangerous weapons, and violent crimes

Bomb Threat or Explosion

General

A bomb threat may result from the discovery of a suspicious package on or near campus grounds or receipt of a threatening phone call that may indicate the risk of an explosion.

In the event that the campus receives a bomb threat by telephone, follow the Bomb Threat Checklist on the next page to document information about the threat. Keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises and complete the Bomb Threat Report as soon as possible.

Person Receiving Threat by Telephone

- Listen. Do not interrupt the caller
- Keep the caller on the line with statements such as "I am sorry; I did not understand you. What did you say? "
- Alert someone else by prearranged signal to notify the telephone company to trace the call while the caller is on the line
- Notify site administrator immediately after completing the call

Person Receiving Threat by Mail

- Note the manner in which the threat was delivered, where it was found, and who found it
- Limit handling of the item by immediately placing it in an envelope so that fingerprints may be detected. Written threats should be turned over to law enforcement
- Caution students against picking up or touching any strange objects or packages
- Notify Incident Commander or site administrator

Incident Commander/Site Administrator Actions

- Call 911
- If the caller is still on the phone, contact the phone company to trace the call. Tell the telephone operator the name of the campus, the name of the caller, and the phone number on which the bomb threat came in. This must be done quickly since the call cannot be traced once the caller has hung up
- Instruct staff and students to turn off any pagers, cellular phones, or two-way radios. Do not use those devices during this threat since explosive devices can be triggered by radio frequencies
- Determine whether to evacuate the threatened building and adjoining buildings
- If the suspected bomb is in a corridor, modify evacuation routes to bypass the unsafe or dangerous area
- Use the intercom, personal notification by designated persons, or the PA system to evacuate the threatened rooms
- If it is necessary to evacuate the entire campus, use the fire alarm

- Notify the College President/CEO of the situation
- Direct a search team to look for suspicious packages, boxes, or foreign objects
- Do not return to the campus building until it has been inspected and determined safe by proper authorities
- Avoid publicizing the threat any more than necessary

Search Team Actions

- Use a systematic, rapid, and thorough approach to search the building and surrounding areas
- Check classrooms and work areas, public areas (foyers, offices, bathrooms, and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes), and power sources (computer rooms, gas valves, electric panels, telephone panels)
- If a suspicious item is found, make no attempt to investigate or examine the object

Staff Actions

- Evacuate students as quickly as possible, using primary or alternate routes
- Upon arrival at the designated safe site, take attendance. Notify the Incident Commander/site administrator of any missing students
- Do not return to the building until emergency response officials determine

Earthquake

Duck, Cover, and Hold

This action is used to protect students and staff from flying or falling debris. Upon the first indication of an earthquake, Faculty should direct students to **Duck, Cover, and Hold.**

The Incident Commander will make the following announcement on the PA System:

"ATTENTION PLEASE. DUCK, COVER, AND HOLD. DUCK, COVER, AND HOLD. ADDITIONAL INFORMATION TO FOLLOW."

Note: If the PA system is not available, use other means of communication, i.e., send messengers to deliver instructions, email, etc.

Description of Action

If inside

- Drop to knees
- Get under a desk and remain facing away from windows
- Clasp both hands behind neck
- Bury face in arms
- Make body as small as possible
- Close eyes and cover ears with forearms.

If outside

- Drop to knees
- Clasp both hands behind neck
- Bury face in arms
- Make body as small as possible
- Close eyes and cover ears with forearms.
- Avoid glass and falling objects

Procedures

- Avoid glass and falling objects. Move away from windows, heavy suspended light fixtures, and other overhead hazards
- When the shaking stops, the Incident Commander will issue the All Clear Response
- Use prescribed routes and proceed directly to the Assembly Area. Faculty shall notify the Student Attendance/Release Team of missing students
- The Incident Commander to direct the Security Team to post guards a safe distance away from building entrances to prevent access
- Warn all College personnel to avoid touching fallen electrical wires
- The First Aid Team will check for injuries and provide appropriate first aid
- The Incident Commander will direct the Facility Team to turn off water, gas, and electrical and to alert the appropriate utility company of damages, if appropriate

- If the area appears safe, the Search and Rescue team will be cleared by the Incident Commander to make an initial inspection of the campus buildings, if needed
- The Incident Commander will contact the Office of the College President/CEO to determine if additional actions are deemed necessary

During Non-College Hours

- The Incident Commander and Identified Maintenance/Facilities Personnel will assess damages to determine needed corrective actions. For apparent damages, contact the College President/CEO to determine if the campus should be closed
- If the campus must be closed, notify staff members and students as identified in the College Closure Response Procedure

Fire – On or Off-Campus (Wildfire)

General

Fires can happen in almost any place, at any time, in almost any condition or circumstance as long as there is fuel, oxygen, and heat. While colleges may conduct periodic fire drills, it is easy to overlook the risks associated with poor housekeeping, excessive and dried wildland shrubs and trees close to the campus, and many other factors. The damage caused by a fire is real and serious, but the potential hazard of smoke can sometimes be even worse.

Fire in Surrounding Area

The following procedure addresses actions that should be taken in the event that a fire is discovered in an area nearby campus grounds. The initiated response actions should take into consideration the location and size of the fire, its proximity to the campus, and the likelihood that the fire may affect the campus.

Procedure

- Any responsible person who observes a fire in the area outside of campus should immediately call 911 and notify the site administrator
- The campus site administrator will initiate the appropriate Immediate Response Actions, which may include Shelter-in-Place, On-Campus Evacuation, or Off-Campus Evacuation
- The Campus Administrator will call 911 (to verify – good redundancy) and provide the location and nature of the incident
- The Campus Administrator will act to prevent students from approaching the fire and keep routes open for emergency vehicles
- The Campus Administrator will work with responding emergency personnel to determine if campus grounds are threatened by the fire, smoke, or other hazardous conditions
- If the Campus Administrator issues the On-Campus Evacuation procedure, staff and students will evacuate the affected building(s) using pre-designated routes or other safe routes and convene at the Assembly Area
- All campus staff members must bring their student rosters and take attendance at the Assembly Area to account for all students. Staff will notify the Campus Administrator of any missing students
- The Campus Administrator should monitor local radio stations for emergency information
- The Campus Administrator will notify the President/CEO of the emergency. The office of the President/CEO should work with the Office of Community Relations to disseminate information
- If necessary, the Campus Administrator will notify the appropriate Transportation official to request busses for staff and student evacuation
- The Campus Administrator will initiate Off-Campus Evacuation procedures, as described in the Evacuation Annex if warranted by changes in conditions
- In the event that students need to be released from the campus site, refer to the Reunification Annex for parent-students reunification procedures

Fire on Campus Grounds

The following procedure addresses the necessary actions that should be taken in the event that a fire is discovered on campus grounds. A timely response to this situation is critical to prevent injuries and further property damage.

Procedure

- If a fire is discovered on campus, campus staff will immediately signal the fire alarm and direct students out of the building. The Campus Administrator will call 911 and provide the location and nature of the incident
- The Campus Administrator will immediately initiate the Off-Campus Evacuation Procedures. Staff and students will evacuate buildings using pre-designated routes or other safe routes and convene at the Assembly Area
- Campus staff members must bring their student rosters and take attendance at the Assembly Area to account for all students. Staff will notify the Campus Administrator of any missing students
- If safe to do so, staff will use fire extinguishers to suppress the fire until the local fire department arrives. All fires, regardless of size, which are extinguished by campus personnel, require a call to Aromas-San Juan Fire Department to indicate "the fire is out"
- The Emergency Planning Coordinator will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles
- The Campus Administrator will notify the President/CEO of the fire. The President/CEO should work with the Office of Community Relations
- Outreach and Communication to disseminate information. In the event that students need to be released from the campus site, refer to the Reunification Annex for parent-students reunification procedures. If necessary, the Campus Administrator will notify the appropriate Transportation official to request busses for student and staff evacuation

Any affected areas will not be reopened until the Los Angeles County Fire Department, Compton Fire Department, or the appropriate agency provides clearance and the Campus Administrator issues authorization to do so. For fires during non-campus hours, the Campus Administrator and the President/CEO of campus will determine if the campus will open the following day.

Flood

General

Flooding is a natural feature of the climate, topography, and hydrology, of Compton and its surrounding areas. Flooding predominates throughout the winter and early spring due to melting snow, breakaway ice, and rainy weather. Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate the grounds or building. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as the failure of a dam or levee.

Scope

The annex outlines additional responsibilities and duties as well as procedures for staff responding to a flood near or on center grounds.

Core Functions

The Los Angeles County Office of Emergency Management, the National Weather Service, and other Federal cooperative agencies have an extensive river and weather monitoring system and provide flood watch and warning information to the center community via radio, television, Internet, and telephone. In the event of a flood, the Incident Commander, or director, will activate the EOP and implement the plan.

Incident Command System

The community's siren acts as a warning system to notify staff and students in case of imminent or confirmed flooding, including that due to dam failure. If there is a loss of power, a compressed air horn or megaphone and two-way radios will serve as backup alerting/communication devices.

Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of a flood include the following:

- Evacuation
- Reverse Evacuation
- Relocation
- Parent-Students Reunification
- Access and Functional Needs Population
- Continuity of Operations (COOP)
- Psychological Healing
- Mass Care

Activating the College Emergency Operations Center (EOC)

The director will determine the need to activate the College EOC and transfer incident command responsibilities when first responders arrive. The following actions described are before responders arrive on the scene.

Incident Commander Actions

- Issue stand-by instruction.
- Determine if evacuation is required.
- Notify local law enforcement of intent to evacuate, the location of the safe evacuation site, and the route to be taken to that site.
- Ensure that all students have been evacuated.
- Issue directed transportation instruction if students will be evacuated to a safer location using buses and cars.
- Ensure that staff and students do not return to the building until proper authorities have determined that it is safe to do so.
- Determine whether the center will be closed or remain open.
- Document all actions taken.
- Follow your College/Campus Emergency Operations Plan.

Office/Support Staff Actions

- Monitor radio and Internet for flood information and report any developments to the Incident Commander
- Review procedures with staff as needed
  Disseminate information about the incident and follow-up actions such as relocation site and parent-students reunification procedures
- Notify relocation centers and determine an alternate relocation center, if needed, if primary and secondary centers would also be flooded
- Take appropriate action to safeguard property
- Document all actions taken

Faculty Actions

- Execute evacuation procedures when instructed
- Take the roster and emergency kits. Take attendance before leaving the site
- Remain with students throughout the evacuation process
- Upon arrival at the safe site, take attendance. Report any missing or injured students
- Do not return to the building until it has been inspected and determined safe by proper authorities
- Document all actions taken

Pandemic or Disease Outbreak

General

Influenza is a highly contagious viral disease. Pandemic influenza differs from both seasonal influenza (flu) and avian influenza in the following aspects:

- It is a rare global outbreak that can affect populations around the world
- It is caused by a new influenza virus to which people do not have immunity
- Depending upon the specific virus, it can cause more severe illness than regular flu

Influenza can affect young, healthy people more so than older, sick people. The Department of Health and Human Services will take the lead in mobilizing a local response to pandemic influenza. Public health alerts will be reported to the campus and community. The campus may be closed temporarily to contain the spread of the virus.

Incident Commander or Site Administrator Actions

Activate heightened surveillance of illness within the campus site. Gather data on symptoms of students and staff who are sick at home.

- Ensure that students and staff members who are ill stay home
- Send sick students and staff home from campus immediately
- Provide fact sheets and guidelines for campus families to make them aware of symptoms and remind them of respiratory hygiene etiquette
- Monitor bulletins and alerts from the Department of Health and Human Services.
- Keep staff informed of developing issues
- Assist the Department of Health and Human Services in monitoring outbreaks
- Respond to media inquiries regarding campus attendance status
- Implement online education, if necessary, so that students can stay home
- Maintain surveillance after the initial epidemic in the event a second wave passes through the community

Staff and Student Actions

- Stay home when ill with cough or other flu-like symptoms (chills, fever, muscle aches, sore throat)
- Practice "respiratory hygiene etiquette"
- Disinfect surfaces contaminated with infected respiratory secretions with a diluted bleach solution (1-part bleach to 100 parts water)
- Implement online homework assignments so that students can stay home

Power/Utility Failure

Extended power outages may impact the whole community and the economy. A power outage is when the electrical power goes out unexpectedly. A power outage may:

- Disrupt communications, water, and transportation
- Close retail businesses, grocery stores, gas stations, ATMs, banks, and other services
- Cause food spoilage and water contamination
- Prevent the use of medical devices

Protect Students and Staff During A Power Outage

- Keep freezers and refrigerators closed
- Only use generators outdoors and away from windows or air intakes
- Do not use gas appliances for heating
- Disconnect appliances and electronics to avoid damage from electrical surges
- Have alternate plans for refrigerating medicines or using power-dependent medical devices
- If safe, go to an alternate location for heat or cooling

Electrical Systems

The M&O Department should identify the location of all electrical main and subpanels throughout the site

- Use a clean and clear site map of each site and label the map "Electrical Systems Field Operations Guide" (known as the Electrical Systems FOG)
- Indicate the locations of the main electrical shut-off and each sub-panel main shut-off in the Electrical Systems FOG
- Include a photo of each panel and label the photos corresponding to the panel numbers
- If panels do not have a numeric identifier, consider adding that at all panel locations
- Label the site main and sub-panel main shut-off for each panel to minimize confusion
- Laminate or plastic-protect the Electrical Systems FOG and provide to designated and trained employee(s) who will be responsible for emergency shutdown and restoration following an electrical failure
- Identify all of the items you need/use that rely on electricity
- Identify and have emergency plans for students or staff relying upon medical devices powered by electricity and refrigerated medicines
- Find out how long medication can be stored at higher temperatures and get specific guidance for any medications that are critical for life
- Plan for batteries and other alternatives to meet your needs when the power goes out
- Sign up for local alerts and warning systems. Monitor weather reports
- If you have carbon monoxide detectors, ensure there are battery backups and are in working order
- Determine whether your phone system will work in a power outage and how long battery backup will last
- Review the supplies that are available in case of a power outage

- Have flashlights with extra batteries available for classrooms or offices without exterior light sources
- Maintain an inventory of nonperishable food and water
- Regularly check the thermometer in the refrigerator and freezer so that you can know the temperature when the power is restored. Throw out food if the temperature is 40 degrees or higher
- Keep mobile phones and other electric equipment charged and gas tanks full

Survive During

When the power goes out, a trained and responsible employee should:

- Keep freezers and refrigerators closed. The refrigerator will keep food cold for about four hours. A full freezer will keep the temperature for about 48 hours. Use coolers with ice if necessary. Monitor temperatures with a thermometer
- Maintain food supplies that do not require refrigeration
- Avoid carbon monoxide poisoning. Generators and any fuel or gas-powered devices should always be used outdoors and at least 20 feet away from windows
- Turn off or disconnect all appliances, equipment, or electronics. Power may return with momentary "surges" or "spikes" that can cause damage

Power Restoration

- When in doubt, throw it out! Throw away any food that has been exposed to temperatures 40 degrees or higher for two hours or more, or that has an unusual odor, color, or texture
- If the power is out for more than a day, discard any medication that should be refrigerated, unless the drug's label says otherwise. If a life depends on the refrigerated drugs, consult a doctor or pharmacist and use the medicine only until a new supply is available

Severe Weather

General

The state of California is vulnerable to a variety of severe weather hazards. This incident annex addresses the hazards associated with severe weather.

Severe Thunderstorms

The National Weather Service (NWS) defines a severe thunderstorm as any storm that produces one or more of the following: a tornado, damaging wind speeds of 58 mph (50 knots) or greater, and/or hail 1 inch in diameter or larger.

Hail

Hail is considered severe when it reaches 1 inch in diameter. Hail can reach sizes much larger than the severe threshold size. Hail causes close to $1 billion in damage to property and crops each year in the U.S. While property is typically at the greatest risk for hail damage, the National Oceanic and Atmospheric Administration (NOAA) estimates that 24 people are injured from hail each year.

Incident condition

When severe weather occurs, the impacts can be devastating and may affect isolated locations or multiple jurisdictions simultaneously. When the impacts exceed the capabilities of local jurisdictions, the state must respond in a timely, organized, and efficient manner in order to save lives, mitigate property damage, and restore a sense of normalcy to the community. This response is coordinated through the Governor's Office of Emergency Services (OES) in concert with local, state, federal, volunteer, and private sector partners.

Planning Facts and Assumptions

- Severe weather-related hazards can occur at any time throughout the year
- Local jurisdictions adversely affected by severe weather may declare a local State of Emergency upon being impacted
- Local jurisdictions adversely affected by severe weather may utilize mutual aid agreements as part of their response to the disaster
- Local jurisdictions affected by severe weather may request resources from the state as the situation evolves
- The Governor may declare a State of Emergency for severely affected areas to enable state resources to rapidly assist affected jurisdictions as needed